

## Huasheng Falsification Document

Below, please find the original document in Chinese following the page it translates. All charts with names and workers numbers have been removed.

### *Page 1*

#### Wal-Mart Factory Audit Items to Note

All departments must pay attention to the following items:

- 1- Personal desks, department tables and each department's area may keep organized piles of forms and documents conforming to Wal-Mart requirements, but any other dated form or material should be hidden.
- 2- Any documents, forms or rules pertaining to the details of fines or punishments should also be collected
- 3- When each department completes its inspection document and examines the C shift workers, be sure that Saturdays are not listed.
- 4- If any department has another department's forms, they should also adjust these forms to meet requirements.
- 5- All departments should be especially aware of and check on the records from April 4-6. The factory gave rest from April 4-6 so there should be no records.

The following are instructions for items that each department should consider in case a client unexpectedly comes to the factory:

#### A. Logistics Department

1. When the customer comes, front door security people should immediately notify HR staff Lily, and also the back door security people should go to the color printing department and send workers to the old factory. Also tell dual workers (at Huasheng and Ruihua) to immediately leave the factory. Block the road between the two factories and alert the responsible person in each department.
2. After the customer has entered into the main facilities, a worker should remove the "production department daily overtime announcement."
3. The logistics board will be responsible for clearing announcement boards in the cafeteria, transportation platform and the office interior.
4. The desks in the security bureau can have dispatch forms, but any other documents with dates should not be left out.
5. The penalty rules posted behind the visitor verification area should be removed entirely.
6. The factory rules and procedures for handling working hours and penalties during factory investigations should be totally removed
7. The passage to the second factory should be blocked, and "Huasheng Factory 2" should not be mentioned.

#### B. Workshop

1. Make sure all emergency fire exits are unblocked and that all fire equipment is unobstructed.

2. Adjust material requisition forms according to requirements, for instance, C shift workers must not be stated to work on Saturdays in their records.
3. Other dated forms or announcement about the punishment system cannot be seen outside.
4. The goods delivery plan should be straightened up, and special notice should be taken not to have any work scheduled for Saturdays.

C. Transportation Department

1. Any forms or documents that have not been properly straightened out in the office should be collected.
2. Our company does not have drivers or cars, all drivers and dispatchers will be considered delivery people.
3. The goods delivery chart cannot have delivery times listed from 2AM-8AM.
4. The following two people should be avoided during factory investigation, and their names should not appear on any records:

*(Chart with information for chauffeur and driver removed)*

D. Production Department

1. A selected staff person will be in charge of the message board at each department head's desk, and these people must be notified in the soonest possible time after the customer arrives at the factory so that they can clear out whatever needs to be cleared.

## 沃爾瑪驗廠注意事項

### 各部門均需注意事項：

- 一、個人桌面、部門台面及本部門負責的區域內除已整理好的符合沃爾瑪要求的表單及文件可以出現外，其它任何帶有日期的表單及資料均需藏起。
- 二、有罰款或懲罰字樣的文件，表單，規定等均需收起。
- 三、本部門清查文件時，有涉及到C班人員的，應注意將星期六的也要清掉。
- 四、本部門如有保留其它部門的表單同樣也要將那些表單按要求整理好。
- 五、各部門特別注意4月4日-4月6日的記錄一定要清理出來，我司4月4日-4月6日，所有人員均放假，不能有任何記錄。

### 以下是各部門在客戶突然到來時需特別注意事項：

#### A、後郵部

- 1、當客戶到來時，前門保安立即通知人力資源部李莉，並同時通知後門保安，後門保安要控制彩印部人員過老廠來，并讓聯合瑞華人員立即撤出老廠。同時把通往二廠通道的路封好，并通知各部門負責人。
- 2、當客人已到還沒進入時，需有一保安員將“生產部每天加班通知及卡機上的通知”去掉。
- 3、飯堂公告欄，運輸貨台公告欄，辦公室內公告欄由後郵部負責清理。
- 4、保安部桌面隻可以有送貨單，其它有日期的東西均不可以放在桌面上。
- 5、來賓証後面的罰款規定需全部取出。
- 6、公司內的規定、規章有與驗廠要求的上班時間或有處罰字樣的全部取下來。
- 7、二廠通道要堵起，不可說有華生二廠。

#### B、倉庫

- 1、各消防通道保持暢通，消防器材不可堵塞。
- 2、領料單一定要按要求整理好，如有C班員工填寫的領料單，星期六的日期也不可出現。
- 3、其它有日期的單及罰款通告都不可暴露在外面。
- 4、交貨計劃表一定要整理好，特別注意不可出現星期六日期。

#### C、運輸部

- 1、辦公室內沒整理好的表格及文件均需收起。
- 2、我們公司沒有司機及車輛，所有司機及送貨工均為車隊的。
- 3、貨台旁的送貨計劃，不可有凌晨2:00-8:00的送貨計劃。
- 4、以下2人驗廠時回避，所有記錄不可以有此2人名字出現。

000102	胡思美	運輸部,運輸組:	發貨員	C
000789	李其泉	運輸部,運輸組:	司機	C

#### D、生產部

- 1、各工段組長的桌面各宣傳欄指定人員負責，要能在客戶到時最短時間內通知到各負責人，把需要清理掉東西全部清理掉。

**Page 2**

2. Our company does not have vehicles or chauffeurs; all chauffeurs and dispatchers will be part of the car group. The following three workers should be absent for the inspection, and their names should not appear on any records.

*(Chart with drivers' names removed.)*

3. The daily production printing and B machines in the production department's newspaper cannot be left on top of the table, but should be said to have been given to the literature worker to be handled; other work units daily papers should be straightened out as needed. (I'm not sure what the first sentence is referring to. Possibly clarify)

4. The "temperature records" and "lake concentrations" for the *shuangmian* machine should not be printed on the factory paper and should be adjusted to meet requirements.

5. The housing registration headcount should be adjusted to meet requirements, the name list in effect cannot be left out, and all other documents or forms containing dates should be collected. All assignments should follow the schedule on the computer.

6. In the board room, everything should be collected next to the sign that says: "Board room workers should do report forms every day."

7. The "boiler operating state condition inspection chart" form in the boiler room should not include the portion. "Boiler room manager monthly patrol check chart" and other documents should be organized and left on the table.

8. All fire safety exits, stairways, as well as all important passageways and intersections cannot be obstructed.

9. The door to the ink room next to the nail machine should be left open, so as to go to JLT. (JLT?)

10. All fire safety equipment should have one meter of space of free space around it. All fire safety equipment must be unobstructed.

**E Sales Department**

1. All working times should be straightened out, and the clock-out time records should also be put in order.

2. The staff lists and clerk tables should be put in order

**F Product Management Department**

1. *(This sentence is unclear)*

2. The product management table and forms should be organized

3. The canteen quality publicity board and other quality boards should be straightened out.

4. The "incoming material testing report" in the product testing room should be organized as required.

5. The "record of tool maintenance" in the product testing room should be organized as required.

**G. Engineering Department**

1. The "facilities maintenance record cards" on the two boards near the door and on the table in the A section of the engineering department should be put in order.

2. The "facilities maintenance card" and "facilities movement attitude award card" should constantly be adjusted to meet requirements.

Please have section managers from every department finish putting things in order before Tuesday, and maintain until Wal-Mart and Office Max complete their inspection. If it is necessary to put out anything for use that does not meet requirements, these things must be immediately put in order upon customers' arrivals.

- 2、我們公司沒有司機及車輛，所有司機及送貨工均為車隊的，以下3人驗廠時回避，所有記錄不可以有此三人名字出現。

003157	劉德壽	生產部辦公室	司機 B					
001651	張海東	生產部辦公室	司機 A	王勇	002271	覃國勇	輔助工	A

- 3、生產部印刷及啤機工段的生產日報表也不可放在桌面上，說已交到文員處，其它工段的日報表要按要求整理好。
- 4、雙面機的《相關溫度記錄》《漿糊濃度記錄》沒驗廠前不要再用廢紙復印。同樣要按要求做記錄。
- 5、版房《嘜頭單》，按要求檢查好，隻存放有效的《嘜頭單》，桌面上其它有日期的表格及文件全部收起。全部按電腦上生產計劃作業。
- 6、木樣房除《木樣房每日工作報表》，其它全部收起。
- 7、鍋爐房《鍋爐運行狀況檢查表》表格，不要有時間點，《鍋爐房廠長每月巡檢表》整理後可放在桌面上。
- 8、各消防通道及電梯，及公司主要通道及路口不可堵塞。
- 9、釘機旁水墨房的門要關起，說是走 JIT。
- 10、各消防器材前1米內不可以放任何東西，所有消防通道不可以堵塞。

#### E、營業部

- 1、樣辦上日期需全部清理，樣辦出入記錄時間同樣需整理。
- 2、跟單員及營業員桌面隨時整理。

#### F、品質部

- 1、品質部現辦公桌不可有彩印報表，需整理好。
- 2、生產內品管桌面及報表要清理好。
- 3、飯堂品質宣傳欄及其它品管負責的宣傳欄的整理。
- 4、測試房《來料檢驗報告》按要求整理好。
- 5、測試房《儀器維護保養記錄》按要求整理好。

#### G、工程部

- 1、工程部內《設備維修記錄卡》、門兩邊的兩宣傳欄，桌面等均需清理好。
- 2、現場《設備保養卡》《設備運行狀態卡》要時刻保持按要求狀態。
- 3、《工程維修單》藏起，就說口頭通知。

以上要求，請各部門星期三之前沒整理好的全部整理好，並維持到沃爾瑪及 OfficeMax 驗廠完畢。如有必須放在外面要用而又不符合要求的東西，驗廠人員到時請務必及時清理 OK。

**Items for notice during factory inspection**

Temporary preparation for workers who are spot-checked:

1. Every person must remember the base pay, which was given out several months ago, if you don't remember, just remember approximately what was paid in March. Payment is given out before the 7<sup>th</sup> of every month.
2. There are about 400 people in the company factory, there is a two month probationary period for new workers, and everyone has social insurance. (When workers just enter the factory, workers' compensation is purchased, after medical insurance and retirement insurance are purchased.)
3. The company has medical first aid and fire safety practices, as well as offers fire safety training twice per year in May and October.
4. Workers work normal hours Monday through Friday, never work overtime, work 8 hours of overtime on Saturday, and never work overtime on Sunday.
5. Benefits: For example, on International Workers Day there is a worker-organized raffle, on New Year's, there is a basketball tournament.
6. In the past few years there has been no worker injury; workers get paid vacation on Spring Festival, but have not rested in a few months because they are saving it for future personal business demanding immediate attention.
7. Working hours are 8-noon, 1:30-5:30, 5:30-11:30, 11:30-2 (every day four o'clock punchings)
8. If there is legally required rest on Saturday and Sunday, there is also a day given on Monday, and because the company has good pay, pay is given for Saturday and Sunday. (Not sure about this sentence)

Office New 廠注意事項

被抽查人員臨時培訓：

1. 每人的基本工資需記住，前幾個月的發了好久了，記不住了，只記得3月份的工資大概多少錢。每月7號之前發放工資。
2. 公司全廠約400人，新員工試用期二個月，均有買保險(剛進廠時有買工傷保險，滿試用期後有買養老和醫療保險)。
3. 公司有消防及醫療急救演習，消防一年兩次，5月份和11月份各一次。
4. 星期一至星期五正常上班，從來不用加班，星期六加班8小時，星期天從來不加班。
5. 公司福利：如三八節有組織員工抽獎，元旦舉行籃球比賽等。
6. 公司近年都未有工傷，公司有年假，但近幾個月還未休，想等到自己有急事辦理時再休。
7. 上班時間：8:00-12:00分，13:30-17:30分  
17:30-23:30分，23:30-2:00分 (每天刷四次卡)
8. 如果法定假期是星期六、星期天，那麼星期一也休息，但是公司福利比較好，星期六、星期一都有給工資。

Handwritten part at bottom of Page 3:

The Communication Manager strictly forbids entering work procedures, such as those pertaining to resignation, production and printing, into computers. Keep this in mind!

传曾经要求严禁玩输电脑工  
如经发现即离厂。(生产、彩印、所有  
人员须知悉) 切记!

附 1/4-09

**Page 4:**

Hello everyone

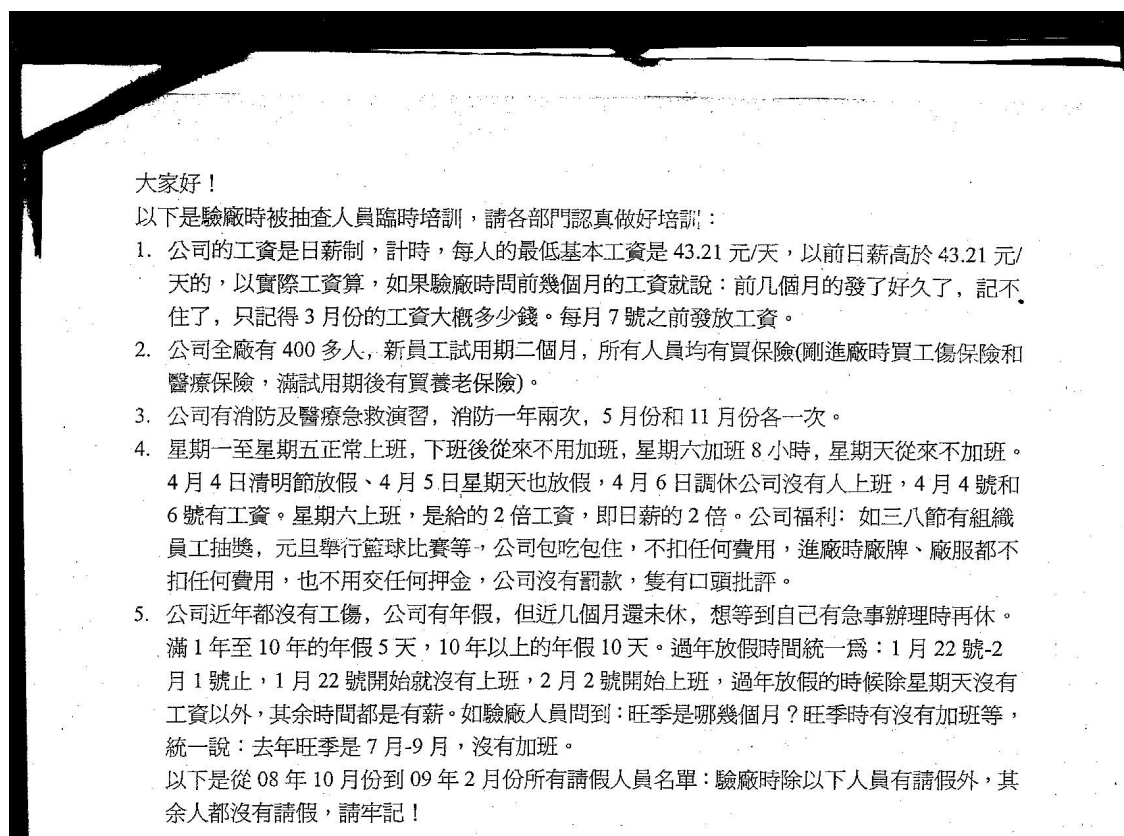
Below are teaching materials for temporary training of workers spot-checked during a factory investigation, please maintain the department's rigorous training:

1. The company's wages are on a daily, hourly schedule: the base pay is 43.21 RMB/day and before the wages were higher than 43.21 RMB/day, calculated according to working time. If asked about wages several months before the inspection, state that after so long you cannot remember but can only remember approximately what was paid in March. Payment is given out before the 7<sup>th</sup> of every month.
2. There are about 400 people in the company factory, there is a two month probationary period for new workers, everyone has social insurance (when workers first enter the factory, workers compensation is purchased, after medical insurance and retirement insurance is purchased).
3. The company has medical first aid and fire safety practice training, which takes place twice per year, in May and October.
4. Workers work normal hours Monday through Friday, never work overtime, work 8 hours of overtime on Saturday, and never work overtime on Sunday, On April 4<sup>th</sup>, everyone is off for the Qing Ming Festival. The 5<sup>th</sup> is a Sunday so everyone has off, and the 6<sup>th</sup> is scheduled rest. The 4<sup>th</sup> and the 5<sup>th</sup> are paid. Saturday, there is work, at 2 times the normal pay rate. The factory provides room and board and doesn't charge anything. No one requires any money from workers when they enter the factory. The factory doesn't institute any penalty fines, only oral criticism.
5. In recent years, there have been no incidents of worker injury. The company provides New Year's vacation but no one has rested in the past few months.

Workers of 1-10 years are given 5 days of rest, 10 years and over get 10 days. At Spring Festival, everyone is off at the same time. From January 22<sup>nd</sup> to Feb 1<sup>st</sup>, starting on January 22<sup>nd</sup> no one works. On February 2<sup>nd</sup>, people start working again. During this break aside from Sundays when no one is paid all workers receive their base salary. If the inspectors ask; the busy period is from July to September but there is no overtime.

The following is a list of all workers who requested time off from October, 2008 to February of 2009; during the inspection aside from these workers who requested time off, no other workers asked for time off, remember!

(Charts removed)



#### Page 5

6. Working hours are from 8AM-Noon, 1:30-5:30, 5:30-11:30, 11:30-2 (every day four clock punchings).
7. If there is legally required rest on Saturday and Sunday, there is also a day given on Monday, and because the company has good pay, pay is given for Saturday and Sunday. (Isn't this information listed previously in this report?)
8. Wages are paid via the bank, Shenzhen Development Bank.
9. All workers have labor contracts. Contracts from before Jan 1, 2008 are unlimited



work contracts for 10 years, all other contracts are: Jan 1 2008 to Dec 31 2010; after Jan 1 the starting date is the day the worker entered the factory and signed, lasting until December 31, 2010.

6. 上班時間：白班：8：00-12：00分，13：30-17：30分

夜班：17：30-23：30分，23：30-2：00分（每天刷四次卡）

上夜班時中途休息半個小時。

8、如果法定假期是星期六、星期天，那麼星期一也休息，但是公司福利比較好，星期六、星期一都有給工資。

9、工資發放形式都是通過銀行轉帳，不發現金，銀行是深圳發展銀行。

10、所有人員都有簽定勞動合同，08年1月1日之前入職的，簽合同時工齡已滿10年的，簽的是無固定期限勞動合同，其餘的勞動合同簽定時間是：08年1月1日---2010年12月31日；08年1月1日之後入職的，勞動合同簽定日期是：入廠當天就簽定勞動合同，也是簽到2010年12月31日止。